

# Commonwealth of Massachusetts Human Resources Division

## EDUCATION AND EXPERIENCE RATING SHEET INSTRUCTIONS

POLICE SERGEANT

POLICE LIEUTENANT

POLICE CAPTAIN

Promotional Examination Date: October 16, 2004

### SUMMARY OF EXAMINATION PROCESS:

**You will rate yourself:** In this examination component you will rate your own education, training, and work experience against a standard schedule. You do so by filling out the rating sheet. A standard schedule is a list of all types and levels of education, training, work experience, licensure, and other credentials which demonstrate your qualifications for the examination title and for which you may receive credit toward your examination score.

**Everything that will receive credit is listed in these instructions:** The standard schedule is included in these instructions that explain how to fill out the rating sheet. The circles on the rating sheet correspond to the items on the standard schedule. The amount of credit which each circle on the rating sheet will receive has been decided in advance and entered into a computer program. Your rating sheet will be machine scored using this program.

**DO NOT ATTEMPT TO FILL OUT THE RATING SHEET WITHOUT READING ALL OF THESE INSTRUCTIONS. OTHERWISE, YOU COULD RECEIVE A LOWER SCORE THAN YOU DESERVE. KEEP THESE INSTRUCTIONS FOR FUTURE REFERENCE.**

**PLEASE NOTE:** The instructions for Section III, WORK EXPERIENCE may differ from the instructions for other examinations that you may have taken. It is now possible to receive credit for some older experience in the uniformed Police Officer series in the specified department that was not previously creditable. (See Special Instructions for Category 6 on page 3.) Please carefully read and follow the instructions for Section III.

**Complete your rating sheet on your own to the best of your ability:** Accurate completion of the education and experience rating sheet is considered part of the examination. In order to guarantee that no one receives any type of unfair advantage in the rating process, be advised that we are unable to provide individualized assistance to any applicant in filling out the rating sheet. Positions in the Police Captain, Police Lieutenant, and Police Sergeant classifications require the ability to read and understand instructions and take necessary steps to remember and implement them. Failure to follow any instructions with this examination component is cause for disqualification.

**PLEASE, NO PHONE CALLS.**

### GENERAL INSTRUCTIONS:

Please carefully read and follow these instructions. They may differ from the instructions for other examinations that you may have taken.

**Fill out the worksheet in advance:** Fill out the worksheet version of the rating sheet before you go to the examination. [You may download and print a copy of the worksheet, the E & E Rating Sheet Instructions, and the Employment Verification Form from HRD's internet website at http://www.mass.gov/hrd/.](http://www.mass.gov/hrd/) At the examination you will copy the information from the worksheet onto the actual rating sheet that is printed in red. At that time, if you applied for more than one examination announcement, you will complete a separate rating sheet for each promotional examination announcement for which you applied. Please make sure you tell the examination proctor that you need more than one rating sheet.

**How the worksheet will be used: Remember to bring your completed worksheet to the examination.** Once you have transferred the information from the worksheet onto the rating sheet, which will be used for scoring purposes, the examination proctor will collect the rating sheets. **Keep your worksheet for your own records.**

## GENERAL INSTRUCTIONS (Continued):

The Human Resources Division (HRD) requires the submission of supporting documentation for all claims presented on your Rating Sheet. Please bring copies of this documentation such as official college transcripts, copies of licenses, etc. with you to the examination site, or mail the copies to HRD within seven calendar days after the date of the examination (copies of documentation must be postmarked no later than October 23, 2004.) Work experience claims must be supported by an **Employment Verification Form or letter with original signature of your appointing authority or his/her designee**. The appointing authority must provide starting and ending dates at each grade level and indicate whether this was full-time or part-time employment (including any "provisional"/working out of grade time), dates and reasons for any breaks in service, as well as any other related data. ALL experience applying to EACH category on the **Employment Verification Form or letter from the appointing authority** must be TOTALLED by number of hours or shifts in each category or it will not be credited. ANY education claim that is not accompanied by supporting documentation, and/or any experience claim that is not accompanied by supporting documentation and totalled within each category on the **Employment Verification Form or letter from the appointing authority**, will be removed from your original score. **No new type of credit can be claimed once you submit your education and experience Rating Sheet. The education and experience Rating Sheet must be submitted at the examination or by statute within seven days after the date of the examination.** Please be thorough.

HRD will accept electronic documents via email attachments for experience and education verification. The electronic version of a completed Employment Verification Form or an official employment verification letter should be submitted directly by the appointing authority or his/her designee. Similarly, letters that verify an applicant's teaching experience should be submitted directly by the teaching institutions. Applicants may submit electronically copies of their transcripts, licenses, and DD214's. Please submit documents to [Vivian.W.Lee@hrd.state.ma.us](mailto:Vivian.W.Lee@hrd.state.ma.us). Should the issue of authenticity ever arise with the electronic documents at any point during the review process or during the life of this promotional list, applicants must submit original supporting documentation to HRD.

Once you receive your examination score, you will have seventeen calendar days from the mailing of your score to file an appeal of the scoring of your Education and Experience points.

Be prepared to provide copies of supporting documentation such as college transcripts, copies of licenses, etc. to the appointing authority upon request.

### **When you fill out the actual rating sheet at the examination site:**

- Use only a No. 2 pencil to fill out the rating sheet.
- Fill in the circles corresponding to your responses completely.
- Erase errors and stray pencil marks completely and cleanly.
- Do not staple or fold the rating sheet.

## **I. IDENTIFICATION:**

**Name, date of birth, date:** Print your name, date of birth, and today's date in the spaces provided. Sign your name in the space marked signature.

**Signature:** Information you provide on this form is subject to verification by the Human Resources Division and the appointing authority. Your signature indicates that you know false information may result in disqualification and possible penalties of perjury.

**Announcement number:** Find the number on the examination announcement. Enter that number in the ann. no. block of the rating sheet. Fill in the circles corresponding to that number. If you applied for more than one examination announcement, put the correct announcement number on each rating sheet. **Do not enter announcement numbers other than those for which you applied.**

**Social Security Number:** Enter your social security number in the social security no. block of the rating sheet. Fill in the circles corresponding to that number.

## II. ELIGIBILITY: INSTRUCTIONS FOR PROMOTIONAL EXAMINATIONS

- IIA. (1) As a public safety applicant, your eligibility has been determined in advance. Please answer **yes** to this question.
- (2) As a public safety applicant, your eligibility has been determined in advance. Please answer **yes** to this question.
- IIB., IIC. Do not answer. Not applicable to this examination.

## III. WORK EXPERIENCE:

**CREDITING WORK EXPERIENCE:** In this section you rate your work experience as of the date of the examination based on type, amount, and recency. After you have read the instructions on this and the following page, read the description of work in each category on pages 5 and 6 of these instructions, beginning with the first category and working down the page. Do not rate any category in which you have less than one month of experience and do not indicate the same work experience in more than one category.

**SPECIAL INSTRUCTIONS FOR CATEGORY 6:** Category 6 allows you to receive credit for experience within the specified department as a permanent full-time Police Officer, Police Sergeant, Police Lieutenant, Police Captain, or higher positions which occurred **prior** to October 16, 1992. If you have experience in more than one title which applies to this category, add the time spent in each title together and record the total time in the appropriate response area. Experience in the specified department as a permanent Police Officer, Police Sergeant, Police Lieutenant, Police Captain or higher occurring on or after October 16, 1992 should be recorded in the applicable previous category (Categories 1-5). Record experience which occurred from October 16, 1987 to October 16, 1992 in column (1) of Category 6. Record experience prior to October 16, 1987 in column (2) of Category 6.

**RECENT VS. OLDER EXPERIENCE:** There are separate places to put recent and older experience in each category: If you have experience in a category (except Category 6), fill in the circle to the right of that category in column (1) corresponding to the amount of experience you have had within 5 years of the examination date and fill in a circle to the right of that category in column (2) corresponding to the amount of experience you had more than five years before the examination date.

**CREDITING "ACTING" OR "PROVISIONAL" SERVICE:** You may choose to include any "acting" or "provisional" experience, i.e., experience in titles higher than your permanent title(s), in either the higher, "acting" title(s), or in the lower permanent title(s), whichever gives you the most credit. If you can claim maximum credit in any category or column without the use of some or all of your "acting" or "provisional" time in the higher title, it may benefit you to mark some or all of the "acting" or "provisional" time in the lower permanent title. Let's say, for example, you have served 11 years as a permanent Sergeant, 6 months as an "acting" Sergeant and 30 months as a permanent Police Officer in addition to the time (6 months) you served as an "acting" Sergeant. Your "acting" Sergeant time may be applied to either the Sergeant or Police Officer category. In this example, because you can already claim the maximum amount of credit in both columns of the Sergeant category without the use of the "acting" time, you should count the time served as an "acting" Sergeant in the Police Officer category. Applying the "acting" time to the Police Officer category would result in a credit of 36-47 months in column 2. However, if you decided to count the "acting" time in the Sergeant category, you could only claim 24-35 months in column 2 of the Police Officer category. The "acting" Sergeant time would not get you any additional credit in the Sergeant category because you can already claim the maximum credit in columns 1 and 2 of the Sergeant category based on permanent service as a Sergeant.

You may include experience in the higher title that is officially recognized by your appointing authority even if your jurisdiction does not pay acting experience at the higher rate.

## III. WORK EXPERIENCE (Continued):

Do not rate any category in which you have less than **one month** (16 or more work days) of experience and do not indicate the same work experience in more than **one** category.

**CREDITING PART-TIME SERVICE:** Prorate part-time experience on the basis of a 40-hour work week. Example: 20 hours per week for 30 months is prorated as 20/40 times 30 = 15 months. Therefore, you should fill in the range for 12-23 months. Note: This 40-hour work week crediting concept applies only to part-time (or acting) experience. Full-time experience is credited based on your jurisdiction's normal work week.

**BREAKS IN SERVICE:** If a candidate has an absence due to a suspension that involves either 16 work days/shifts or more, or a calendar month or longer, HRD will not grant E & E points for that period of time.

**MARK ONLY ONE CIRCLE PER COLUMN:** Do not fill in more than one circle in the same column. Depending on the length of time spent in particular positions, it is possible to have responses in both column (1) and column (2) of the same category. Use both columns as needed. Count 16 or more work days in a month as a full month.

**EXAMPLE:** As of the examination date, you have been performing the work described in Category 2 since August 16, 1991. Fill in the circle to the right of the time range 48-59 months in Category 2, column (1) to reflect your Category 2 experience on or after October 16, 1999. Also fill in the circle to the right of the time range 71-83 months (printed as over 71 months on the rating sheet) in Category 2, column (2) to reflect your remaining experience which occurred between October 16, 1992 and October 16, 1999. **INCLUDE YOUR CATEGORY 2 EXPERIENCE WHICH OCCURRED PRIOR TO October 16, 1992 IN CATEGORY 6.** Fill in the circle to the right of the time range 12-23 months in Category 6, column (1) to record your Category 2 experience which occurred from August 16, 1991 to October 16, 1992 (14 months).

Category 2	(1)	(2)
Under 6 months	<input type="radio"/>	<input type="radio"/>
6 - 11 months	<input type="radio"/>	<input type="radio"/>
12 - 23 months	<input type="radio"/>	<input type="radio"/>
24 - 35 months	<input type="radio"/>	<input type="radio"/>
36 - 47 months	<input type="radio"/>	<input type="radio"/>
48 - 59 months	<input checked="" type="radio"/>	<input type="radio"/>
60 - 71 months		<input type="radio"/>
Over 71 months		<input checked="" type="radio"/>

  

Category 6	(1)	(2)
Under 6 months	<input type="radio"/>	<input type="radio"/>
6 - 11 months	<input type="radio"/>	<input type="radio"/>
12 - 23 months	<input checked="" type="radio"/>	<input type="radio"/>
24 - 35 months	<input type="radio"/>	<input type="radio"/>
36 - 47 months	<input type="radio"/>	<input type="radio"/>
48 - 59 months	<input type="radio"/>	<input type="radio"/>
60 - 71 months		<input type="radio"/>
Over 71 months		<input type="radio"/>

**Caution:** Note that the maximum score for any single category is 48-59 months for recent experience plus over 71 months of experience which occurred more than five years prior to the date of the examination. In the above example, if in Category 2 you just marked the circle for "Over 71 months" in column (2) you would lose credit for your most recent five years of experience as well as your older Category 6 experience! The specified department is the one stated on the poster for the announcement number for which you are filling out a Rating Sheet.

### III. WORK EXPERIENCE (Continued):

**CATEGORIES OF EXPERIENCE:** Please remember that all types of experience in each category must be totalled on your **Employment Verification Form or letter from the appointing authority**. Experience that is not totalled cannot be credited.

**Categories 1- 6 include experience in the specified department only. No extra credit is given for specialized work assignments such as training officer.**

**Category 1:** Experience in the **specified department** in **Police Captain** or higher positions. Experience from **October 16, 1999 to October 16, 2004** should be recorded in column (1). Record experience which occurred **on or after October 16, 1992 and prior to October 16, 1999** in column (2). Experience **prior to October 16, 1992** may be included in Category 6 below.

**Category 2:** Experience in the **specified department** in **Police Lieutenant** or higher positions below the rank of Police Captain. **Do not include experience for which you have given yourself credit in a previous category.** Experience from **October 16, 1999 to October 16, 2004** should be recorded in column (1). Record experience which occurred **on or after October 16, 1992 and prior to October 16, 1999** in column (2). Experience **prior to October 16, 1992** may be included in Category 6 below.

**Category 3:** Experience in the **specified department** in **Police Sergeant** or higher positions below the rank of Police Lieutenant. **Do not include experience for which you have given yourself credit in a previous category.** Experience from **October 16, 1999 to October 16, 2004** should be recorded in column (1). Record experience which occurred **on or after October 16, 1992 and prior to October 16, 1999** in column (2). Experience **prior to October 16, 1992** may be included in Category 6 below.

**Category 4:** Experience in the **specified department** in **Police Officer** or higher positions below the rank of Police Sergeant. **Do not include experience for which you have given yourself credit in a previous category.** Experience from **October 16, 1999 to October 16, 2004** should be recorded in column (1). Record experience which occurred **on or after October 16, 1992 and prior to October 16, 1999** in column (2). Experience **prior to October 16, 1992** may be included in Category 6 below.

**Category 5:** Experience in the **specified department** related to police work **below the rank of Police Officer** such as reserve officer, police cadet, or police dispatcher. **Do not include experience in the Police Officer career ladder. Do not include experience for which you have given yourself credit in a previous category.** Experience from **October 16, 1999 to October 16, 2004** should be recorded in column (1). Record experience which occurred **on or after October 16, 1992 and prior to October 16, 1999** in column (2).

**Category 6:** Experience in the **specified department** in a permanent full-time **Police Officer** position or higher which occurred **prior to October 16, 1992**. This is the category which allows you to receive credit for experience in the specified department as a Police Officer, Police Sergeant, Police Lieutenant, or Police Captain which occurred **prior to October 16, 1992**. **Do not include experience for which you have given yourself credit in a previous category.** Experience from **October 16, 1987 to October 16, 1992** should be recorded in column (1). Record experience which occurred prior to **October 16, 1987** in column (2).

### III. WORK EXPERIENCE (Continued):

**Categories 7- 8 include experience outside the specified department only. Include any specialized work assignments such as detective or training officer that were part of your regular tour of duty in another police department in the rank you held at that time.**

**Category 7:** Experience **outside** the specified department in a recognized federal, state, or municipal police department in a supervisory capacity (e.g. as a Police Chief, Deputy Police Chief, Captain, Lieutenant, Sergeant or as a supervisor of employees in jobs described in Category 8, below.) **Do not include experience for which you have given yourself credit in a previous category.** Experience from **October 16, 1999 to October 16, 2004** should be recorded in column (1). Record experience which occurred **on or after October 16, 1992 and prior to October 16, 1999** in column (2).

**Category 8:** Experience **outside** the specified department in a recognized federal, state, or municipal police department in a non-supervisory capacity which involved full police powers such as Police Officer, Sheriff, Court Officer, Federal Marshall, Campus Police Officer, Military Police Officer, or as a special agent employed by a branch of the United States government such as the Federal Bureau of Investigation, U.S. Customs Service, U.S. Secret Service, Internal Revenue Service, Drug Enforcement Agency, or the Bureau of Alcohol, Tobacco, and Firearms. **Do not include experience for which you have given yourself credit in a previous category.** Experience from **October 16, 1999 to October 16, 2004** should be recorded in column (1). Record experience which occurred **on or after October 16, 1992 and prior to October 16, 1999** in column (2).

**IV. EDUCATION AND TRAINING:** Indicate your education and training as of the date of the examination.

IVA. (1, 2, 3) Do not answer. Not applicable to this examination.

IVB. **STEP 1 - READ THE LIST OF DEGREES IN EACH CATEGORY:**

**Category 1:** Business administration, management, public administration, political science, law, criminal justice, criminology, sociology, human services, psychology, education, or computer science.

**Category 2:** All other fields.

#### **STEP 2 - INDICATE COLLEGE DEGREES YOU HAVE EARNED AS FOLLOWS:**

If you have a degree in a field listed in **Category 1**, indicate the **highest** degree you have received from a recognized college or university in the column for Category 1 and **make no entries** in Category 2. Finish reading this page and then read Step 3 on the next page.

If you have a degree in a field listed in **Category 2** but not in Category 1, indicate the **highest** degree you have received from a recognized college or university in the column for Category 2 and **make no entries** in Category 1. If you do not have a degree, but have successfully earned credits toward a degree from a recognized college or university, **make no entries in either degree category, and go to Step 3 on the next page.**

(A recognized college or university shall mean an accredited higher education institution a) in the United States, or b) granting degrees or degree program credits that are recognized by an approved United States accrediting agency or that are transferable to an accredited higher education institution in the United States.)

#### **EDUCATION AND TRAINING IVB. (Continued):**

In either category, each level beyond "None" receives credit for an additional 60 semester hours. You will receive credit for all levels up to and including the one you checked. **Do not indicate the same degree more than once or in more than one category.** If you have not completed any degree, check "None".

**Example:** If you have a **Bachelor's** degree in a field listed in Category 1 fill in the circle next to **Bachelor's** in Category 1.

	Category	
	(1)	(2)
None	<input type="radio"/>	<input type="radio"/>
Associate's	<input type="radio"/>	<input type="radio"/>
Bachelor's	<input checked="" type="radio"/>	<input type="radio"/>
Master's	<input type="radio"/>	<input type="radio"/>
Doctorate	<input type="radio"/>	<input type="radio"/>

**Note:** If you have a Bachelor of Laws and Letters degree (LL.B.) you should fill in the circle next to "Doctorate" in Category 1.

**STEP 3 - INDICATE SUCCESSFULLY COMPLETED COURSES AT A RECOGNIZED COLLEGE OR UNIVERSITY WHICH WERE NOT COUNTED TOWARD A FINISHED DEGREE CREDITED IN STEP 2 AS FOLLOWS.** (Note: Do not include continuing education units, workshops, in-service training or seminars.) Only successfully completed courses taken toward an unfinished, matriculated degree program are creditable in this step. Do not "double-count" any transferred courses which were previously taken toward a completed degree claimed in STEP 2 on the preceding page. Certificate programs are not degree programs and therefore, courses completed toward a certificate must first be transferred to a matriculated, degree program in order to receive credit.

In the circles to the right, indicate any additional **semester** hours not included in any of the degrees which you indicated. One year of education or training is equal to 30 **semester** hours or the equivalent.

If you have two degrees at the same level (for example, two Bachelor's degrees) include only the **semester** hours for the second degree here in the appropriate category. Also include **semester** hours for any degrees in Category 2 **beyond** your degree in Category 1. An example is a Master's degree in Category 2 if, in **STEP 2**, you claimed a Bachelor's degree in Category 1. **Do not indicate the same college courses more than once or in more than one category.**

**Example:** If you claimed a Bachelor's degree in Category 1 in **STEP 2** and then earned an additional 15 semester hours towards your Master's degree in a field listed in Category 1, fill in circles for **015** semester hours in Category 1. If you then earned a Master's degree in Category 2, fill in the circles for **060** in Category 2.

Category	
(1)	(2)
0 1 5 0 6 0	
<input checked="" type="radio"/> 0 0 <input checked="" type="radio"/> 0 <input checked="" type="radio"/>	
1 <input checked="" type="radio"/> 1 1 1 1	
2 2	2 2
3 3	3 3
4 4	4 4
5 <input checked="" type="radio"/>	5 5
6 6	<input checked="" type="radio"/> 6
7 7	7 7
8 8	8 8
9 9	9 9

#### EDUCATION AND TRAINING IVC:

IVC. Do not answer. Not applicable to this examination. No education other than courses taken at recognized degree-granting institutions are credited on public safety examinations

**V. COLLATERAL SKILLS:**

VA. For each category, indicate the number of courses you taught in a recognized college, university, police academy, or non-degree granting school above the high school level as of the date of the examination. **DO NOT INDICATE THE SAME COURSE IN MORE THAN ONE CATEGORY. DO NOT COUNT THE SAME COURSE MORE THAN ONCE IF YOU HAVE INSTRUCTED IT ON MORE THAN ONE OCCASION.**

**Category 1:** Business administration, management, public administration, political science, law, criminal justice, criminology, sociology, human services, psychology, education, or computer science.

**Category 2:** All other fields.

VB. **Category 1:** Answer **yes** if you are currently certified as an Emergency Medical Technician by the Massachusetts Department of Public Health.

**Category 2:** Answer **yes** if you are currently certified as an Instructor in Basic Life Support Cardiopulmonary Resuscitation, qualified to instruct the course level intended for police officers, first responders, or professional rescuers. (For example, a BLS Instructor certified by the American Heart Association.)

VC., VD. Do not answer. Not applicable to this examination.